Annex D

PRESENT **PROCEDURES**

INFORMATION **BRANCH**

Incoming Administrative Material (Collateral, Secret and below)

Messenger

1. Picks up material at turnstile and signs Courier's Classified Mail Receipt (35-16).

2. Transports material to IB, opens envelopes and sorts material for IF handling.

3. Places FBI and clippings immediately in appropriate pigeon holes. (These are routed by OCD).

4. Time-stamps documents.

25X1 5. Delivers material to [ ]

25X1 Info Control Officer [ ]

6. Segregates ACTION material.

7. Attaches cover sheets to documents (pink form 51-10 for non-ACTION, yellow for ACTION) and marks addressee and source on pink cover sheets.

8. Delivers non-ACTION material to [ ]   25X1

25X1 Info Control Clerk-Typist [ ] - Non-ACTION Material

9. Marks date on pink cover sheet.

10. Logs on form 38-14.

11. Marks control number on cover sheet and circles security classification.

12. Takes to sorting table.

Messenger - Non-ACTION Material

13. Places in pigeon holes for later delivery.

14. Delivers on regular run.

25X1 Info Control Officer [ ] - ACTION

9. Records material in log form 38-14 (same log as for non-ACTION)

10. Types form 35-1.

11. Pulls copies of 35-1 and attaches #1, 2, 3 and 6 to ACTION cover sheet.

12. Files copies #4 and 5 of 35-1.

13. Hand-carries ACTION material to Executive Officer's office. (Performs follow-up on ACTION material.)

Executive Officer's office - ACTION

14. Executive reads and marks routing on #2 and 3 of 35-1 and on cover sheet.

15. Pulls #2 and 3 of 35-1; files #2 in "black book" and returns #3 to IB.

16. Delivers document with #1 and 6 of 35-1 attached.

25X1 ## Info Control Officer [   ] - ACTION

17. When #3 of 35-1 received, marks routing on #4 and 5.

18. Files #3 of 35-1 by due date, #4 by number and #5 by source.

19. When notified of completed ACTION, destroys #3 of 35-1 and marks date and method of completion on #4 and 5 of 35-1.

(Notes:

    a. A delivery will include all types of collateral.

    b. Courier's Classified Mail Receipt does not itemize documents.

    c. CIA courier delivers six times per day.)

Outgoing Administrative Material (Collateral and Secret and below)

Messenger

1. Picks up on regular delivery run.

2. Transports to IB and sorts according to destination - inside OSI or outside.

3. Places material remaining in OSI in appropriate pigeon holes.

4. Delivers material leaving OSI to [   ] 25X1

25X1 ## Clerk [   ]

5. Records material in outgoing administrative log (form 38-14).

6. Prepares and addresses envelope.

SECRET

Classified material remaining in CIA

7. Places document in envelope, seals envelope and attached CIC sticker.

8. Prepares Courier's Classified Mail Receipt (35-16), 1/1, and attaches to envelope.

9. Places envelope on OUT table.

Classified Material leaving CIA

7. Prepares Document Receipt (1/1) - (sometimes prepared by divisions) and attaches #1 to document. (If necessary, prepares and attaches Postage Slip.)

8. Checks document for espionage stamp.

9. Places document in double envelope and seals envelope.

10. Prepares Courier's Classified Mail Receipt (35-16) 1&1 and attaches to envelope.

11. Places envelope on OUT table.

12. Files copy of Document Receipt.

Unclassified material

7. Places document in envelope.

8. If leaving D.C., prepares Postage Slip (35-11) and attaches to envelope.

9. Places envelope on OUT table.

Messenger - all administrative material

a. When CIA carrier arrives, takes envelopes to turnstile.

b. Obtains courier's signature on all 35-16's (#2) and turns over envelopes.

c. Delivers signed 35-16's to [   ] 25X1

25X1 <u>Clerk</u> [   ] - all material

d. Files signed Courier Receipts.

e. When signed Document Receipt received, destroy copy and file signed original.

SECRET

SECRET

Incoming Mat Card Material

Messenger

1. Picks up material at turnstile and signs Courier's Classified Mail Receipts (35-16).

2. Transports material to IP and sorts for IP handling.

3. Opens envelopes of multiple routing documents.

4. Delivers envelopes and boxes of mat card material for IP handling.

(Note: Multiple routing mat card material goes [   ] mat card documents direct from CCF go to [   ] Two types handled concurrently.) 25X1 25X1

25X1 **Info Control Clerk** [   ] **- multiple routing**

5. Pulls a card from each document.

6. Checks pages and enclosures and marks card "enclosures" and date.

7. Delivers completed documents to sorting table.

25X1 [   ] then counts the cards and stores for later filing.

Messenger - multiple routing

8. Time-stamps documents.

9. Sorts documents and places in pigeon holes for later delivery.

10. Delivers documents on regular run.

25X1 **Info Control Clerk-Typist** [   ] **- From OCD**

5. Opens box of documents.

6. Pulls a card from each document.

7. Re-bundles documents by OSI division (documents are received from OCD bundled by division).

8. Takes documents to sorting table and places in pigeon holes.

   Tally then time-stamps the cards, sorts them for filing and sets aside for later filing.

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<u>Messenger - From OCD</u>

9. Delivers the documents on his regular run.

<u>Outgoing Mat Card Material (Multiple Routing)</u>

<u>Messenger</u>

1. Picks up from divisions on his regular delivery run.

2. Takes documents to IB and sorts according to destination - inside or outside OSI.

3. Places material remaining in OSI in appropriate pigeon holes.

4. Delivers material leaving OSI to [   ] 25X1

25X1 <u>Clerk</u> [   ]

5. Pulls one card from each document.

6. Checks pages and enclosures and writes on mat card: "enclosures", the addressee and the date.

7. Places documents in an envelope, seals the envelope and addresses it.

8. Prepares Courier's Classified Mail Receipt, 35-16 (1/1)

9. Attaches 35-16 to envelope and places envelope on OUT table.

10. Places mat cards in storage for later filing.

<u>Messenger</u>

11. When CIA courier arrives, takes envelopes to turnstile.

12. Obtains courier's signature on #2 of 35-16 and turns over envelopes.

25X1 13. Delivers signed 35-16 [   ]

25X1 <u>Clerk</u> [   ]

14. Files signed 35-16.

<u>Incoming Serial Publications (Collateral, Secret and below)</u>

<u>Messenger</u>

1. Picks up material at turnstile and signs Courier's Classified Mail Receipts (35-16).

2. Transports material to IB, opens envelopes and sorts for IB handling.

25X1 3. Delivers to [   ]

25X1 <u>Info Control Clerk</u> [   ]

4. Reads document for OSI routing.

5. Marks routing on a slip of paper and attaches to publication.

6. Brings classified and paid publications [   ] brings unclassi-   25X1
fied or unpaid publications to the sorting table.

25X1 <u>Info Control Clerk</u> [   ] - <u>classified and paid</u>

7. Records issue number, date received and OSI routing on log (Standard
Distribution Record, 60-94).

8. Delivers logged publications to sorting table.

<u>Messenger (all publications after above handling)</u>

7 or 9. Time stamps publications

8 or 10. Places in appropriate pigeon holes for later delivery.

9 or 11. Delivers on regular delivery run.

<u>Notes:</u> IB does not record unclassified or unpaid publications; OSI regula-
tory issuances go directly from Messenger to [   ] briefing   25X1
notices are frequently delivered by [   ]   25X1

<u>Outgoing Serial Publications (Multiple Routing)</u>

<u>Messenger</u>

1. Picks up from divisions on regular run.

2. Takes documents to IB and sorts according to destination - inside OSI
or outside.

3. Places material remaining in OSI in appropriate pigeon holes.

4. Delivers material leaving OSI for IB handling.

25X1 <u>Info Control Clerk</u> [   ] - <u>classified and/or paid</u>

5. Records date forwarded and destination on Standard Distribution Record
(60-94).

SECRET

25X1 6. Delivers ____

25X1 Clerk ____ - classified and/or paid

If publication classified:

7. Prepares and addresses envelope.

8. Places publication in envelope, seals, and attaches CIG sticker.

9. Prepares Courier's Classified Mail Receipt (35-16).

10. Attached 35-16 to envelope.

11. Places envelope on OUT table.

If publication unclassified and paid:

7. Prepares and addresses chain envelope.

8. Places publication in envelope.

9. Places envelope on OUT table.

Messenger - classified and/or paid

12 or 10. When CIA courier arrives, takes envelopes to turnstile.

13 or 11. Obtains courier's signature on all Courier Receipts (#2 copies) and turns over envelopes.

14 or 12. Returns signed 35-16's ____ who files them.   25X1

Outgoing Unclassified and Unpaid Publications

Delivered by Messenger directly ____ who handles as unclassified, paid. Such documents are not logged out.   25X1

Note: Parkinson may have to check some publications to determine that they are unclassified and unpaid.

OSI-produced intelligence publications are sent by IPS directly ____ and then to OCD for dissemination. IB receives copies for OSI distribution, and these are treated as incoming publications.   25X1

When divisions are finished with publications, they're sent to IB, which forwards domestic publications to OCD Br 5 Library and foreign publications to OCD Br 4 Library. These are handled as outgoing publications.

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Incoming Senior Representative Dispatches

Messenger

1. Picks up material at turnstile and signs Courier's Classified Mail Receipt (35-16).

2. Transports material to IB, opens envelopes and removes dispatches.

3. Time-stamps dispatches.

25X1 4. Delivers dispatches [   ]

25X1 ### Info Control Clerk [   ]

5. Checks pouch manifest against contents and sets aside manifest for return to RI.

6. Reads dispatch for OSI routing, marks routing on slip of paper and attaches slip to dispatch (1 copy Support Staff). On reports, routing is marked on memo and enclosures.

7. Deliver to Parkinson, and deliver manifest [   ] for outgoing handling.   25X1

25X1 ### Info Control Clerk [   ]

8. Type form 35-1 (separate 35-1 for each enclosed report).

9. Pull #1 of 35-1 and set aside.

10. Attach copies of 35-1 to copies of dispatch (and enclosures).

25X1 11. Deliver material [   ]

Parkinson later files 35-1's as logs.

Messenger

12. Places material in pigeon holes for later delivery.

13. Delivers on regular run.

Outgoing Dispatches

Messenger

1. Picks up material at divisions on regular delivery run.

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2. Takes documents to IP and delivers [   ] 25X1

25X1 Info Control Clerk [   ]

3. Check dispatch for: enclosures, coordination and release, classification, signature and weight limit.

4. Assigns outgoing dispatch number and pouch number and records these on copies of dispatch.

5. Removes stay-back copies of dispatch.

6. If over weight limit, prepares waiver request (1019).

7. Prepares Document Receipt (35-20) and attaches to dispatch.

8. If finished intelligence, stamps with accountability stamp.

9. Prepares and addresses envelope, places dispatch in envelope and seals.

10. Prepares Courier's Classified Mail Receipt (35-16), 1/1, and attaches to envelope, along with 1019, if any.

11. Places envelope on OUT table and delivers stay-back copies of dispatch
25X1 [   ]

Info Control Clerk (Parkinson)

12. Types 35-1 and pulls off #1 copy.

13. Attaches copies of 35-1 to stay-back copies of dispatch.

14. Delivers stay-back copies to sorting table.

25X1 [   ] files #1 of 35-1 as log.

Messenger

15. Places stay-back copies in pigeon holes for later delivery, and delivers on regular run.

16. When CIA courier arrives, takes envelopes to turnstile and obtains signature on 35-16's.

25X1 17. Returns signed 35-16 to [   ] who files. [   ] also files signed 25X1
Document Receipt when received.)

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Incoming Non-CIA Cables

Messenger

1. Picks up at turnstile and signs Courier's Classified Mail Receipt (35-16)

2. Transports to IB, opens envelopes and sorts.

3. Places unclassified cables in division pigeon holes.

4. Time-stamps classified cables.

5. Types 35-1 for each classified cable and detaches #1 copy of 35-1.

6. Attaches copies of 35-1 to cable copies.

7. Places cables in pigeon holes for later delivery.

8. Files #1 of 35-1 as log.

9. Delivers on regular run.

25X1 (Note: ATIC cables are delivered [   ] after Step 4. [   ] reads and 25X1
25X1 routes, turns over [   ] who types 35-1, pulls and files #1
of 35-1 and attaches copies of 35-1 to cable copies, and delivers
cables to sorting tables where Messenger places in pigeon holes and
delivers.)

Outgoing Non-CIA Cables (Multiple Routing)

Messenger

1. Picks up from divisions on regular run.

2. Transports to IB and delivers [   ]   25X1

25X1 **Clerk** [   ]

3. Prepares and addresses envelope, places document in envelope and seals.

4. If classified: places CIC sticker on envelope; prepares Courier's Classified Mail Receipt (35-16), 1/1; and attaches 35-16 to envelope.

5. Places envelope on OUT table.

(Note: Such cables not logged out by IB. Divisions maintain logs on 35-1.)

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<u>Messenger</u>

6. When CIA courier arrives, takes envelopes to turnstile.

7. Obtains signature on #2 of 35-16's and turns over envelopes.

8. Delivers signed 35-16's to [   ] who files.   25X1

<u>Incoming Top Secret Collateral</u>

<u>Messenger</u>

1. Picks up material at turnstile and signs Courier's Classified Mail Receipt (35-16A).

25X1 2. Delivers to [   ]

<u>Info Control Asst (Ethier)</u>

3. Opens envelope.

4. If from within CIA, signs Signature Record and Cover Sheet and marks date and time of receipt.

   If from outside CIA, prepares a Signature Record and Cover Sheet and attaches to document.

5. Detaches and signs Document Receipt and sets aside for return to sender.

6. Reads document, marks routing on a slip of paper and attaches slip to document cover sheet (doesn't apply to "Eyes only" or standard distribution material).

7. Types T.S. Posting Record (60-75).

8. Places Document Receipt in envelope, addresses envelope and places on OUT table.

9. Delivers document and 60-75, obtains signature on the latter and turns over the document.

10. Returns to IR and files 60-75.

(Note: a. For T.S. cables, step 3 is followed by step 5, after which a sheet of green paper is marked "Top Secret" and "cable" and attached to document.

        b. Once a week, IR sends COI/CTSC a list of all T.S. documents received.)

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Outgoing Top Secret Collateral

1. Delivered to Ethier by division or staff clerical, with Signature Record and Cover Sheet attached.

25X1 **Info Control Asst** [   ]

2. Signs division or staff log.

3. If originating in OSI: prepares T.S. Posting Record (60-75), and files. If multiple routing and leaving OSI: pulls 60-75, marks destination on card, and re-files.

4. Completes Release on Signature Record and Cover Sheet. (If document leaving CIA, the Sheet is sent to OCD/CTSC.)

5. Prepares Document Receipt (1/1) and attaches #1 to document.

6. Files copy of Document Receipt.

7. Double-wraps document.

8. Prepares Courier's Classified Mail Receipt (35-16A), 1/1 and attaches to envelope.

9. Places envelope on OUT table.

    (When signed Document Receipt is received, destroys copy and files signed original.)

Messenger

10. When courier arrives, takes envelope to turnstile.

11. Obtains courier's signature on #2 of 35-16A and turns over envelope.

12. Delivers signed 35-16A to [   ] who files.   25X1

Incoming Special Intelligence

25X1 **Info Control Clerk** [   ]

1. When delivered by CCI courier, signs Courier's Classified Mail Receipt.

2. Opens package and checks contents vs enclosed receipt (Document Receipt or Consolidated Intelligence Receipt). For MSA cards, records number received on manifest.

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3. Signs one of above receipts and marks date.

4. Sets aside receipt for pick up by CCI courier.

5. If NSA material: Sorts by OSI division and places in division folders for delivery by Messenger; stores manifest.

If other material:

   a. Prepares 35-1 for each document (except "pinks" and "blues")

   b. Detaches #1 of 35-1 and attaches copies of 35-1 to document copies.

   e. If not routed, read and mark routing on 35-1's.

   d. File #1 of 35-1.

   e. Place documents in division folders for delivery by Messenger.

   f. Store Document Receipt or Consolidated Intelligence Receipt.

Messenger

6. Deliver on regular run.

"Eyes Only" Material

1. Step 1 same as above.

2. Logs in envelope on form 38-14 by S.C. number on envelope.

3. Telephones division to pick up.

4. When picked up, obtains signature on 38-14.

Material From SAD

1. Step 1 same.

2. Opens envelope and checks contents vs enclosed log (form 38-14)

3. Files one copy of 38-14 log (other two copies to SAD).

4. Telephones SAD to pick up.

5. Obtains signature on #2 of Courier's Classified Mail Receipt and turns over package.

6. Files signed Courier's Classified Mail Receipt.

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Outgoing Special Intelligence

Messenger

1. Picks up from divisions on regular run.

25X1 2. Delivers [ ]

25X1 ### Info Control Clerk [ ]

OSI - Produced S.I.

3. Prepares 35-1, detaches #1 of 35-1 and destroys other copies.

4. Prepares Document Receipt (1/1), using S.C. number, and attaches #1 to document.

5. Wraps document (double-wrap if leaving CIA).

6. Files copy of Document Receipt.

7. Prepares Courier's Classified Mail Receipt (35-16), 1/1 and attaches #1 to envelope.

8. Files #1 of 35-1.

9. When OCI courier arrives, obtains signature on #2 of 35-16 and turns over envelope.

10. File signed 35-16.

11. When signed Document Receipt received, files this, and destroys copy of Document Receipt and Courier's Classified Mail Receipt.

Multiple - Routing S.I.

3. Pulls 35-1 from log box, if one prepared, marks destination on 35-1 and re-files.

4. Prepares Consolidated Intelligence Receipt (form 48), 1/2, files #3 of form 48 and attaches other copies to document.

5. Places document in envelope, addresses and seals envelope.

6. Prepares Courier's Classified Mail Receipt (35-16), 1/1, and attaches #1 to envelope.

7. When OCI courier arrives, obtains signature on #2 of 35-16, and turns over envelope.

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25X1 Info Control Clerk [   ] - ACTION Cable

7. Types two sets of 35-1.

8. Attaches yellow cover sheet to cables.

9. From first pad of 35-1, attaches #1, 2, 3 and 6 to cover sheet and sets aside #4 and 5. From second pad of 35-1, detaches and sets aside #1 and attaches other copies to copies of cable.

25X1 10. Delivers cable copies [   ] delivers #4 and 5 of 35-1, from first
25X1 pad, [   ] who files them temporarily.

25X1 Info Control Clerk [   ] - ACTION Cable

11. Detaches and files IB copy and hand-carries other copies to Executive's office.

Executive Officer's Office - ACTION Cable

12. Marks routing on #2 and 3 of 35-1 and on cover sheet.

13. Detaches #2 and 3 of 35-1; files #2 in "black book" and returns #3 to IB.

14. Delivers cables with #1 and 6 of 35-1 attached.

25X1 Info Control Officer [   ] - ACTION Cable

15. When #3 of 35-1 received, marks routing on #4 and 5.

16. Files #3 of 35-1 by due date, #4 by number and #5 by source.

17. When notified of completed ACTION, destroys #3 of 35-1 and marks on #4 and 5 date and method of completion.

25X1 Info Control Clerk [   ] - NON-ACTION Cables

7. Types 35-1, detaches #1 and attaches other copies to cables.

8. Detaches IB copy of cable and delivers [   ]; delivers other copies **25X1** to Messenger.

(Robson files IB copy.)

Messenger - NON-ACTION Cables

9. Places in pigeon holes for later delivery.

10. Delivers on regular run.

SECRET

Outgoing Cables (OSI Originated)

Messenger

1. Picks up ditto master on regular run.

2. Transports to IB and delivers   25X1

Info Control Clerk 25X1

3. Checks ditto master for proper releasing and authentication and detaches and files last carbon. (This serves as temporary log.)

4. Prepares and addresses envelope, encloses cable in envelope, seals and attaches CID sticker.

5. Prepares Courier's Classified Mail Receipt (35-16), 1/1, and attaches to envelope.

6. Places envelope on OUT table.

(Note: When confirmation copy received, files this and destroys copy filed at step 3. Confirmation copy is treated as incoming CIA cable.)

Messenger

7. When courier arrives, takes envelope to turnstile.

8. Obtains courier's signature on 35-16 (#2) and turns over envelope.

9. Delivers signed 35-16   who files.   25X1

Incoming Registered Documents

Messenger

1. Picks up at turnstile and signs courier's Classified Mail Receipt.

2. Transports to IB, opens envelope and delivers to   25X1

Info Control Asst 25X1

3. Enters in Registered Document log (form 38-14). Detaches and signs Registered Material Transfer Report.

4. Reads document, marks routing on a slip and attaches slip to document.

5. Delivers document and 38-14 to division and obtains signature on 38-14.

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SECRET

6. Returns to IB and files 38-14.

7. Places Registered Material Transfer Report in envelope, addresses to OCD/CTSC, and places on OUT table for pick up by courier.

(Note: For Top Secret registered documents, follow T.S. collateral procedure and in addition, log and obtain signatures in both T.S. and Registered Document log.)

Outgoing Registered Documents (Multiple Routing)

1. Delivered
25X1
   Info Control A

2. Signs division's log.

3. Marks on Registered Document log "return to CTSC", and date.

4. Prepares and signs Registered Material Transfer Report (1/1), and attaches to document.

5. Prepares and addresses envelope, places document in envelope and de-
25X1 livers to

6. Files Transfer Report pending receipt of signed original, after which signed copy is filed, other copy destroyed.

   (Casper handles as outgoing collateral administrative.)

   (Note: For T.S., also logs out on 60-75, signs Cover Sheet release, and otherwise handles as Top Secret.)

Incoming Responses to Purchase Orders

Requests for Single-Copy Items

Items are sent to OCD Br 5 Library by OCD Library. Item will contain a loan slip and a copy of the Purchase Order request. Br 5 pulls off blue copy and sends to IB. IB Messenger picks up item and delivers on regular run. IB substitutes blue copy of original request for the green copy in its files, and destroys green copy.

Requests for Subscriptions

Received as serial publications (see procedure). When ⬚ receives 25X1
the publication, he marks green copy of the Purchase Order request, records date received, prepares Standard Distribution Record (60-75), and re-files green copy.

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Outgoing Purchase Orders

Messenger

1. Picks up P.O. from division on regular run.

2. Transports to IB and delivers [   ]   25X1

25X1 **Info Control Clerk** [   ]

3. Checks P.O. file for existing requests (if duplicated, marks P.O. and
   25X1 turns over [   ] who contacts division).

4. Prepares routing slip and attaches to Purchase Order for delivery to
   Support Staff by IB Messenger on his regular run.

   (Support Staff will review and sign, or return to IB with routing slip
   to division. If disapproved, Messenger places P.O. in pigeon hole for
   regular delivery. If signed, Messenger delivers [   ] 25X1

5. Detaches green copy of approved Purchase Order and files.

6. When notified by OCD Br 5 of processing, delivers green copy to Par-
   kinson, who files.*

(*Note: If OCD Br 5 Library has the requested document or can obtain it,
       it calls the requester and asks if it will be sufficient to borrow
       the document. If so, Br 5 sends the P.O. back [   ] who notes   25X1
       action on the P.O., returns the P.O. to the division, and destroys
       the IB green copy. Otherwise, Br 5 processes the Purchase Order.)

Incoming Advance C.S. Reports For Evaluation

Messenger

1. Picks up at turnstile, signs Courier's Classified Mail Receipt.

2. Opens envelope and delivers [   ] at IB. 25X1

25X1 **Info Control Clerk** [   ]

3. Reads document, marks routing and due date on Routing Slip, and attaches
   Routing Slip to document.

25X1 4. Delivers document [   ]

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25X1 **Info Control Clerk** [_____]

   5. Prepares 3"x5" card indicating document #, classification, date received and routing.

   6. Places document on sorting table and delivers 3"x5" card to [_____]   25X1
who files by document number.

Messenger

   7. Time-stamps document.

   8. Places in pigeon hole for later delivery.

   9. Delivers on regular run.

<h3 align="center">Outgoing Evaluations</h3>

Messenger

   1. Picks up at division on regular run.

   2. Transports to IB, sorts and places in Support Branch pigeon hole.

   3. Delivers to Support Branch.

   4. When Support Branch sends back, picks up and delivers to [_____]   25X1

25X1 **Clerk** [_____]

   5. Pulls 3"x5" card for the report, and notes on it date forwarded to DD/P.

   6. Checks pages vs information on card.

   7. Prepares envelope, encloses document and seals envelope.

   8. Prepares Courier's Classified Mail Receipt (35-16), 1/1, and attaches to envelope.

   9. Places envelope on OUT table.

  10. Files 3"x5" card with mat cards, by document number.

Messenger

  11. When courier arrives, takes envelope to turnstile.

  12. Obtains courier's signature on #2 of 35-16 and turns over envelope.

25X1 13. Delivers signed 35-16 [_____] who files.

<p align="center">-20-</p>

Incoming Documents Loaned to OSI (Not Requested)

Messenger

1. Picks up document at turnstile and signs Courier's Classified Mail Receipt.

2. Transports material to IP, opens envelope, time-stamps documents.

3. Delivers for IB handling.

25X1 Info Control Officer [   ] **- Documents From Outside CIA**

4. Reads document, attaches cover sheet and marks routing on cover sheet.

25X1 5. Delivers [   ]

25X1 Info Control Clerk-Typist [   ] **- Documents From Outside CIA**

6. Marks date on cover sheet.

7. Enters in administrative log (38-14).

8. Marks control number on cover sheet and circles classification.

9. Types 60-16 (1/4), detaches #1 and attaches copies to document.

10. Delivers document to sorting table and files #1 of 60-16 (Telephones addresses on due date) by due date.

25X1 Info Control Clerk-Typist [   ] **- Documents From Within CIA**

4. Types 60-16 (Cross Reference Slip), 1/4; detaches #1 of 60-16 and attaches other copies to document.

5. Delivers document to sorting table and files #1 of 60-16 by due date.

Messenger - all documents

a. Places in pigeon hole for regular delivery.

b. Delivers.

(Note: If document is in response to a requirement, it goes to Support Staff, which detaches one copy of 60-16 and marks routing on copy. This copy of 60-16 is returned [25X1   ] by the Messenger. [25X1   ] files this copy of 60-16 by due date, and destroys the #1 copy.)

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Outgoing Loaned Documents

Messenger

25X1 1. Picks up on regular delivery run, transports to IB and delivers to

25X1 Info Control Clerk-Typist

25X1 2. Pulls #1 of 60-16 from due date file, marks date returned, and delivers document to

3. Files 60-16 in mat card file.

25X1 Clerk

Follows steps 6 through completion of outgoing administrative procedure.

Incoming Responses to Requests For Loans

No IB logging or other control. Document is picked up at OCD Br 5 Library by IB Messenger, who delivers to requestor.

Outgoing Loan Requests

IB Messenger picks up the form 60-41 request, delivers to OCD Br 5 Library.

Requests For Material From Records Center*

See Outgoing Administrative procedures.

* Such requests are usually unclassified.

Responses to Requests For Material From Records Center

Messenger

1. Picks up at turnstile, signs Courier's Classified Mail Receipt.

2. Transports material to IB, opens envelope and delivers   25X1

25X1 Clerk

3. Prepares 3"x5" card, indicating document #, classification, date received, requestor, number of copies.

4. Places document in pigeon hole.

5. Files 3"x5" card with mat cards, by document number.

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Messenger

6. Delivers on regular run.

Requests for FDD Translations

Messenger

1. Picks up request (form 58-14) from division on regular run.

2. Transports to IR and delivers [   ] 25X1

25X1 Info Control Clerk-Typist [   ]

3. Writes control number on all copies of 58-14 (1/3).

4. If unclassified, obtains signature from [   ] (IR must keep 25X1
record of requests for UC translations, since this material is con-
tracted out by FDD.)

5. Delivers 1/1 of 58-14 to [   ] 25X1

6. Files #3 of 58-14 by control number and places #4 in division pigeon
hole.

(Delivered by Messenger on regular run.)

25X1 Clerk [   ]

7. See outgoing administrative, step 7 to completion.

Incoming Translations (Unnumbered translation reports)

Messenger

1. Picks up at turnstile, signs Courier's Classified Mail Receipt.

25X1 2. Delivers to [   ]

25X1 Info Control Clerk-Typist [   ]

3. Pulls filed 58-14 and marks "unnumbered translation ____ pages; com-
pletes action; forwarded to _____ on _____".

4. Marks routing on routing slip (already attached to translation).

5. Places in pigeon hole.

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6. Re-files 58-14.

(Delivered by Messenger on regular run.)

Incoming Teletypes

Handled by IPS, Current Support Branch, which logs in on Teletype Wire Sheet, and routes (1 MED, 1 IPS, 1 for interest). IB Messenger delivers.

Outgoing Teletypes

Picked up and delivered to IPS by IB Messenger. No other IB handling.

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